British Columbia

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Transfer Information for Post-Secondary Success

Second Edition Revised

Also online at bctransferguide.ca

British Columbia Council on Admissions & Transfer



Your Checklist for Transfer:

PEGEAPCH the program or institution you are interested in attending the Education
RESEARCH the program or institution you are interested in attending. Use Education
Planner (educationplanner.bc.ca) or browse institution websites.
ATTEND information sessions offered by the institution. Call the liaison or recruiting
office, or the department you are interested in, to find out when the next information
session is scheduled.
NOTE deadlines for applications, scholarships, placement tests, etc.
TALK with an advisor if you still have questions or concerns.
CHECK the BC Transfer Guide (bctransferguide.ca) to see if and/or how your courses
will transfer to other BC institutions.
FILL IN the Personal Transfer Plan (page 11) to map how your courses can be used to
fulfill the requirements of your intended program.
KEEP course outlines for all classes you take. Store them in a binder or some other
safe place that you can access easily.
FIND OUT what GPA is required for admission, and if anything else is required (e.g.
interim transcripts, volunteer experience, references, etc.) Other things to find out:
Are you being accepted into the institution, a program, or a faculty? Do you apply to
the program you want before or after you are admitted into the institution?
SUBMIT your application for admission to the institution you want to attend. Include
your application fee, and any other required documents! You can do this at pas.bc.ca.
ARRANGE to have official transcripts sent.
ASK at the institution you want to attend if you need a special form to request
transfer credit.
INFORM the federal and/or provincial governments that you're transferring so your
financial aid goes with you.

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BRITISH COLUMBIA COUNCIL ON

ADMISSIONS & TRANSFER

SUPPORTING BC's EDUCATION SYSTEM

British Columbia Transfer TIPS

Second Edition - Revised

This handbook has been produced for you by the BC Council on Admissions and Transfer. BCCAT is always seeking ways to make the BC transfer system work more smoothly. For more information, check out our Web site at: bccat.bc.ca

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Welcome to Transfer!

TRANSFER TIPS and TRANSFER TALK

Throughout this booklet you will find Transfer Tips and Transfer Talk.

TRANSFER TIPS are helpful suggestions from people who guide students through the transfer process every day.

The student quotes in TRANSFER TALK are based on conversations with BCCAT staff or between students and researchers about transfer experiences.*

*Andres, L. "Investigating Transfer Project" Phases 1 and 2, 1997 and 1998. BCCAT.

TRANSFER IS THE RECOGNITION BY ONE INSTITUTION OF EDUCATION

completed at another. It means you can start studying at one institution and then apply to another to finish your degree or diploma. If you're admitted, and if the courses you've taken are a good match, you'll be able to use **credits** you've already earned to fulfill some of the requirements for your credential.

In addition to this publication (also online at betransferguide.ca/tips), there are some other great **tools** to guide you through the transfer process:

- ➤ The BC Transfer Guide (bctransferguide.ca)
- ➤ The TIPS Facilitation Guide (bccat.bc.ca/pubs/tipsfg.pdf)

TIPS will help you find stepping stones and avoid stumbling blocks in the transfer journey. Once you understand the process you'll be better prepared to use the other tools. And because it's always good to hear from others who have transferred successfully we're passing along comments and tips (and occasional warnings) from advisors and students we've talked to.

The SENDING Institution...

is the institution FROM which you are transferring.

The RECEIVING Institution...

is the institution TO which you are transferring.

The Why, Where and What of Transfer

Why Transfer?

BRITISH COLUMBIA HAS A REMARKABLE ASSORTMENT OF POST-

secondary institutions and programs. But not every program is offered at every institution. For example, most colleges offer two years of arts and science. To finish a bachelor's degree in arts or science, you have to move to a university or university-college. To finish a degree in a specialized area like one of the new technologies, or in fine arts, you may need to transfer to an institution offering an applied degree.

You can also transfer in non-degree programs. For example, you can start a Business Diploma at one college and finish it at another. Or you can take distance education courses from a variety of places, and transfer the credits to your "home" institution. (Hint: Check out bccampus.ca if you're interested in online learning.)

Many students have told us that starting their post-secondary education at a college was a good move for them. Colleges are close to home, class sizes are smaller, and tuition may be more affordable.

Two Routes to Your Educational Goal:

- 1. The direct route enter a post-secondary institution directly from high school.
- 2. The transfer route start at one institution, then transfer. You can do this whether or not you are eligible for the direct route. It's a great way to go if you've been away from education for a while.

Admission from high school and admission from a transfer program are the two most common "bases of admission" at BC universities.



"I think that the advantage of starting at a college was that it's more of a learning step. You get a little more adjusted rather than an initial whack in the head."



"If you know you're going to transfer, find out what courses you need. Find out what the transfer process is. Get some advice. Look into the calendar. Find out which courses are transferable, 'cause there's nothing more frustrating than taking a course and finding out it's not transferable."

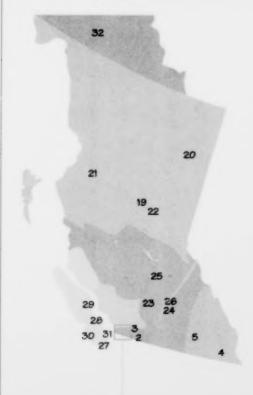
Where Can You Transfer?

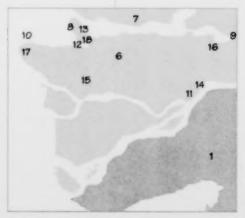
WITHIN BC, YOU CAN APPLY to transfer between any of the post-secondary institutions that are part of the BC Transfer System and listed in the BC Transfer Guide. The Guide lists all the courses and programs for which transfer agreements have been established. You may also be able to transfer courses not listed in the Guide and to and from institutions outside BC, but the process is a little more involved.

If you're still researching what programs you're interested in, check out Education Planner at educationplanner.bc.ca for information on programs, admission requirements and more.



The BC Transfer System





FRASER VALLEY

- 1. Kwantlen University College
- University College of the Fraser Valley
- Trinity Western University (private)

KOOTENAYS / ROCKIES

- 4. College of the Rockies
- 5. Selkirk College

LOWER MAINLAND

- British Columbia Institute of Technology
- 7. Capilano College
- 8. Columbia College (private)
- 9. Coquitiam College (private)
- Corpus Christi College (private)
- 11. Douglas College
- 12. Emily Carr Institute
- Institute of Indigenous Government.
- 14. Justice Institute of BC
- 15. Langara College
- 16. Simon Fraser University
- University of British Columbia — Vancouver Campus
- 18. Vancouver Community College

NORTHERN BC

- 19. College of New Calesionia
- 20. Northern Lights College
- 21. Northwest Community College
- 22. University of Northern BC

THOMPSON OKANAGAN /

- 23. Nicola Yalley Institute of Technology
- 24. Okanagan College
- 25. Thompson Rivers University
 Open Learning
- 26. University of British Columbia — Okanagan Campus

VANCOUVER ISLAND

- 27. Camosun College
- 28. Malaspina University-College
- 29. North Island College
- 30. Royal Roads University
- 31. University of Victoria
 YUKON
- 32. Yukon College

In addition, some private degree programs have been approved to articulate within the BC Transfer System.

➤ University Canada West (Bachelor of Commerce)

➤ Sprott-Shaw Community College (Bachelor of Business Administration)

What Can You Transfer?

YOU CAN TRANSFER INDIVIDUAL COURSES. Examples:

- All courses listed in the course-to-course section of the BC Transfer Guide (mostly first and second year degree courses) transfer.
- Diploma-level and Adult Basic Education courses transfer between institutions offering similar programs.
- Secondary school Advanced Placement and International Baccalaureate courses transfer to post-secondary institutions, subject to minimum grades.

2. YOU CAN TRANSFER COMPLETED PROGRAMS

(see "Block Transfer", page 21). Examples:

- An associate degree guarantees 60 transfer credits (i.e., 2 years) towards an arts or science degree (see page 28).
- Many diplomas receive block transfer of one or two years credit towards a specific degree program.

3. YOU MAY ALSO BE ABLE TO TRANSFER COURSES THAT:

- > have not yet been assessed for transfer credit
- → are from outside BC
- are at the 3rd or 4th year level, or
- >> are being transferred from one university to another.

In these cases you may need to provide extra information (like course outlines) and the decision can take longer.

BOTTOM LINE: Transfer is based on **equivalency**. If your courses match the content and standard of the program you are applying to, you will probably get transfer credit. But if the programs are totally unrelated, you may be unable to transfer any credits and will have to start from scratch.



Hang on to your course outlines! Keep them in a binder in a safe, accessible place. You may need them to transfer again or if you decide to return to school after a long absence.



All institutions have their own course numbering systems. A second year course will have a 200 number at most institutions but can have a 300, 400 or even 1200 number at some colleges.



"I guess the course was too old because it was a computer course and the technology's changed a lot in the last seven years."





The University of Victoria uses units, not credits. 1.5 units at UVic is equivalent to 3 credits elsewhere.

What Can't You Transfer?

HERE ARE SOME OF THE REASONS YOU MIGHT NOT GET TRANSFER credit, even if your courses are listed in the BC Transfer Guide.

You took only one course where a two course combination was required, e.g.

COQU ACCT 101 (3) + ACCT 102 (3) = UNBC Commerce 210 (3)

ROBIN took this two-semester (6 credit) Introductory Accounting course at Coquitlam College. She knew she'd only get 3 credits at UNBC since they teach the same content in 1 semester, but decided she needed the extra time to master the material.

- You failed the course
- You took the course too long ago
- You took too many credits (see description of Residency, page 16)
- ➤ After transferring, you took a course at another institution but forgot to get approval first or didn't get a high enough grade.

 (See "The Importance of a Letter of Permission", page 24)
- You took equivalent courses at two institutions, e.g.
 Camosun College English 150 (3) = University of Victoria English 115 (1.5)
 Vancouver Community College English 1127 (3) = University of Victoria English 115 (1.5)

MING took the above English courses at Camosun and Vancouver Community College. He'll receive transfer credit only once for English 115 from the University of Victoria. Why? He took two courses at two colleges that are each equivalent to one course at UVic.

Finding Out What Transfers Where

TO FIND OUT HOW YOUR COURSES TRANSFER.

use the **BC Transfer Guide** on the BCCAT Web site: bctransferguide.ca. It's the definitive guide to course transfer in BC.

Take some time to browse around the BC Transfer Guide, and practice searching for the information you want in the Course-to-Course Transfer Database.

YOU CAN SEARCH:

- > by a single course
- > your whole course load
- > by sending institution
- > by receiving institution

OTHER INFORMATION IN THE BC TRANSFER GUIDE

- ANSFER GUIDE
- ▶ Block Transfer transfer of completed diplomas
- ▶ Program Transfer see if the program you're interested in has special transferability
- ▶ Understanding transfer menu what you need to know about how it all works
- > Credit for secondary school programs
 - · Advanced Placement
 - International Baccalaureate
- ▶ Adult Basic Education and English as a Second Language transfer credit
- Links to institutions and other online resources
- ➤ Admissions information

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taken curing: All years to find available transfer cook at: All Received		(1995-96 onward)	
		ving Institutions	
framfer credit available:			
Sending Institution Course	Receiving Institution	Transfer Credit	Effective Dates
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CAND HATH ITE (4)	MALA	MALA MATH 211 (3)	8/1/98/16 -
CARD HATE LIE IA	OLE	DUE 5"A" 121 (3)	9/1/95 to 8/21/25
CAPO PATE 216 (4)	500	SF0 5181 (EL (E)	5/1/95 to -
CAND HATH 116 14	1816	180 MATE 120 (1)	9/1/95 10 -
CARO PATE 116 (4)	TRU-UL	TAU-DE MATE DEZ (2), TAU-DE BSYL 227 (2)	9/1/95 to 4/30/02
CARD PATH (16 4)	"NE-DE	THE OLD TAY BUY (3), THE DE REST 225 (3)	5/1/4/16 -
CARO FATE LIE (4)	TWU	TWO MATE INC My 13:	9/1/95 to -
CAPO PATE (16 (4)	1181	LBC STAT 201 (3) Not the treat or the tackity of Science	6/ L/95 to -
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CARD NATE: E16 (4)	Livic	UVIC STAT INC RY (1.5)	911/95 10:8/32/99
LARGINATE LIN IA	OVIC	UNIC 5747 252 (1.5) (5) 45/21 5747 255 (1.5)	9/1/98/05 ~

How Do You Transfer?



- ➤ Plan ahead
- > Get admitted
- > Transfer your credit
- > Apply your credit

Before Transfer: Plan Ahead

IF YOU KNOW THE PROGRAM AND INSTITUTION YOU WANT TO go to:

- ▶ Ask for program information at your Advising Office, OR
- ➤ Check out the requirements for the program in the institution's calendar or program brochure, or go online to educationplanner.bc.ca.

Suzanne's Personal Transfer Plan INSTITUTION YOU PLAN TO TRANSFER TO INSTITUTION YOU PLAN TO TRANSFER FROM (Receiving Institution): SFU (Sending Institution): Kwantlen UC Program: ARCHAEOLOGY REQUIRED OR RECOMMENDED COURSE AND CREDIT VALUE EQUIVALENT COURSE AND CREDIT VALUE RECEIVED ARCH 131 (3) 2 ANTH 1211 (3) D ARCH 201 (3) 2 ANTH 1H2 (3) ARCH 272 (3) 8 0 M ARCH 273 (3) 10 0 ANTH 1216 (3) 0 22 PHYS 101 (%) 8 NO EQUIVALENT D STAT 203 (3) 0 800 2305 (3) 2 ENGL 199 (3) 2 8 HUM 101 (3) 523 HUMMI 1100 (31) 2 n 0 0 D D D D 0 0 0 0 0 0 D 0 0 0 0 D Notes: Special Requirements? GPA? References: Etc.

and

▶ Log on to the BC Transfer Guide to find the equivalent courses at your current institution [hint: use the "search by receiving institution" feature], and use the Personal Transfer Plan (next page) to map your program.

SUZANNE has completed one semester at Kwantlen University College. Her goal is to get a degree in archaeology from SFU. She looks in the SFU calendar for the required and recommended courses for a major in archaeology, as well as the requirements to graduate with a B.A., and starts a Personal Transfer Plan...

Your Personal Transfer Plan

BC Transfer TIPS

INSTITUTION YOU PLAN TO TRANSFER TO (Receiving Institution):			INSTITUTION YOU PLAN TO TRANSFER FROM (Sending Institution):				
Program:							
REQUIRED OR RECOMMENDED COURSE AND CREDIT VALUE*	REQ'D GRADE	REQ'D COURSE	ELECTIVE	EQUIVALENT COURSE AND CREDIT VALUE*	GRADE RECEIVED	ALREADY TAKEN	STILL TO TAKE
	-						
Notes: Special Require	rements?	GPA? Refe	rences?				

HOW TO USE THIS PLAN:

- Photocopy this page if you have several scenarios to work out.
- ➤ Check institutional Web sites and calendars, then list in the LEFT-hand section the required and recommended courses for the program you plan to transfer to. Note any grade requirements. Keep track of all required courses.
- ➤ Consult the BC Transfer Guide (bctransferguide.ca) for the equivalent courses at the sending institution and list these in the RIGHT-hand section. To do this, do an online "search by receiving institution course".
- To check the equivalency of courses you've already taken, do an online "search by sending institution course".
- Check for regular updates to the BC Transfer Guide as you move towards your goal.
- * Note: Credit values may not be the same at the receiving institution.





Record the early application dates and deadlines in your organizer. Submit your application as early as possible, or well before any deadlines.



Admission to an Institution as a Transfer Student

YOU CAN'T GET IN IF YOU DON'T APPLY! GO TO THE INSTITUTION'S

Web site — see our Transfer Contacts Points (back cover) for the best links. Or apply online at **pas.bc.ca**. It's easy — there's lots of helpful information there.

FOUR KEY THINGS you need to know about being admitted as a transfer student. (See also FAQ No. 7, page 19.)



IF YOU'RE APPLYING TO A UNIVERSITY AS A TRANSFER STUDENT, YOU MUST HAVE COMPLETED A MINIMUM NUMBER OF CREDITS THAT TRANSFER TO THAT UNIVERSITY.

University	Transferable Credits Required	
Royal Roads	60 semester credits*	
SFU	30 semester credits	
Thompson Rivers Univ.	0 semester credits	
UBC	24 semester credits	
UNBC	15 semester credits	
UVic	12 units (equivalent to 24 semester credits)	

* Royal Roads University admits students after a diploma or two years of appropriate studies.

Other institutions, such as university colleges and institutes, don't require a minimum number of credits in order to apply.

A WARNING

Be careful – it's not the credits as calculated by your current institution that will be counted, but how they transfer to the university. See "Courses transfer for a different value ..." on page 20.



ADMISSION CAN BE TO AN INSTITUTION, A FACULTY OR PROGRAM

The Institution

Your grade point average (GPA) and transfer credits will usually determine if you're admitted to an institution. At some institutions you must apply and be admitted to a specific program, not just to the institution in general.

A Faculty

Admission to a faculty may involve additional considerations. A Faculty of Science, for example, may expect you to have taken certain math and science courses.

A Program or Major

Like Suzanne (page 10), if you've planned ahead, and taken the "right" courses, you may be admitted into a program or major.



YOU MUST ARRANGE TO SEND ALL YOUR OFFICIAL TRANSCRIPTS

Arrange for your sending institution(s) to send a copy of your official final transcript(s) to the receiving institution. This won't happen automatically - only you can authorize the release of your transcript. Most institutions charge a transcript fee.

Check to see if an official interim transcript is required with your application.

A WARNING

When you're applying to a post-secondary institution, you must submit transcripts from all institutions you've attended, even if you don't think the transcripts are relevant to your application. Failure to do so could result in suspension from the institution.



"I got into the school, but my GPA is not good enough to get into the program I want. And now I don't know what to do. I'm panicking."





Have a backup plan and consider applying to more than one place.





YOUR GRADES WILL BE RECALCULATED

Your grades are really important. The receiving institution will base its admission decision on your grade point average (GPA).

But you have 2 GPAs!

- > The one calculated by your current institution, and
- ➤ Your current institution's GPA re-calculated by the institution you are applying to. (Sometimes even programs have their own way of re-calculating.) THIS IS CALLED THE "ADMISSION GPA" BECAUSE IT'S THE ONE THAT THE ADMISSION DECISION IS BASED ON.

Each institution has:

- > its own grading scale
- ▶ its own rules about what courses to use in the re-calculation. For example, in BC:
 - >> One university uses all transferable courses
 - > Another uses only the last 60 credits
 - >> A third uses the most recent 24 credits
- its own rules about using grades from
 - >> repeated courses (see page 27)
 - >> incomplete courses

A WARNING

Don't expect your GPA to be the same once it's recalculated.



Grades matter. The higher the grade, the better your chances of admission.



Many institutions publish a minimum GPA that applicants must have achieved, often known as the "calendar" GPA. But at some this GPA does not ensure admission. These institutions usually set a higher GPA "cut off," depending on the number of applicants, and provide information on the cut off or "actual" GPA required for admission in previous years.

GPA cut offs vary from year to year, even from semester to semester, depending on the seats available and the number of applicants. Because of this, predicting your admissibility in advance may be difficult.

By the way, once admitted to the new institution, you make a fresh start on a new GPA, based on your course grades there.

Decisions, decisions ... Here are some things you might have to think hard about:

- If you're admitted to a university from grade 12, but decide to go to a college instead and transfer later, be aware that the GPA cut off will probably change by the time you are ready to apply.
- 2. The cut offs can vary by semester, so applying to start in the winter, or in a summer semester could make a difference.
- An offer of admission may only be good for a semester, or a year. If you decide to delay transfer, the rules could change in the meantime.

IF YOU'RE UNSURE OF YOUR GOALS, your first year can be a time to explore different options and see what you might want to specialize in later. Courses that really interest you or that will improve your skills may be more important to you now. But make sure you know where to find the information you need when you're ready to plan your direction. And be prepared that it might take longer to reach your goals.



If you don't have the grades you need for your first choice program or institution, ask what other options you might have with your GPA.



If you want to appeal a grade, you must do it with the institution that assigned it. There's usually a time limit for grade appeals.



Read all information you receive from a post-secondary institution very carefully. These documents often contain information regarding your admission status, your transfer credits, and your program.



Read the calendar (print or online version). It contains all the academic rules and regulations, which vary by institution (for example, rules about adding and dropping courses, and about program requirements). Read the fine print – it's all there!

Transferring Your Credit

ONCE ADMITTED, YOU CAN TRANSFER YOUR CREDITS.

- At some places credit transier is automatic the institution will assess your credits once they have your transcripts.
- At others, you have to request an assessment and it can take a while, so the sooner you submit your official transcript, the better.

On page 8, you read about reasons why you might not receive transfer credit. There is another reason and it's called **Residency**.

All institutions have **residency** requirements. This has nothing to do with living on campus – it means you must take a certain percentage of your coursework from the institution granting the credential. For example, most universities require 120 credits for a degree, 50% of which must be taken at the university. If you transfer more than 60:

 you may get credit for all of your courses, but only be able to use (or apply) 60

or

 the institution may place a limit on the number you can transfer (e.g. 60 credits max).

Some institutions have more lenient residency requirements, and many are changing to a 25% residency requirement.

Read on, for more about using, or applying your credits...

Applying Transfer Credit to Your Program

EVERY INSTITUTION SETS ITS OWN GENERAL GRADUATION

requirements and each program or major has a set of requirements, usually a list of courses and a certain number of credits.

If you've chosen your courses well, you should be able to **apply** credits you've earned to fulfill these requirements. But if you haven't taken the right courses, change goals, or take too many courses, you may not be able to use all your credits.

Emily, Jim and Amar all transferred from the same college to complete a degree in commerce at the same university.

EMILY had 60 transfer credits, including all the courses required in first and second year. She was able to apply all her credits towards the program and start taking third year courses right away.

JIM also had 60 credits, including some of the right courses. He was able to use all his credits to fulfill the university's general graduation requirements, but he will have to take the required courses he missed before applying for admission to commerce.

AMAR liked exploring different subjects and accumulated 72 credits, including all the right courses. She was admitted to commerce, but still had to take 60 credits at the university to fulfill its residency requirement. Even though she got credit for all her transferable courses, she couldn't use 12 of those credits towards her degree.



"I had to do an extra semester before I came up here 'cause right before I was going to put in my application I found out there was a course I had to take."





If you can, choose courses that meet admission requirements for more than one program. General first and second year courses can usually be used towards a degree in, for example, Education, Social Work or Business.





Frequently Asked Questions About Transfer

I am taking university level courses at college, but I have no idea where I want to

Check the BC Transfer Guide at: bctransferguide.ca to find out how your college courses will transfer. Taking courses that transfer widely will help you to keep your options open. Make sure you keep a copy of your college calendar and in-depth course outlines.

transfer. What should I do?

Inquire at your college about advisor appointments, career planning seminars or aptitude testing, or browse educationplanner.bc.ca.

2 Can I transfer to any BC post-secondary institution?

All institutions in the BC Transfer System accept transfer students. Keep in mind that admission is competitive. You may meet all of the minimum admission requirements for a particular program or institution, yet not be accepted because your grades aren't as high as those of other applicants. See the section on admission as a transfer student, beginning on page 12.

3 Can I transfer courses from more than one BC institution?

Yes. If all the courses you took are from institutions listed in the BC Transfer Guide, the process should be straightforward. Remember, you must submit official transcripts from each institution you attended.

4 Is there a minimum grade for course transfer?

Once admitted, you'll receive credit for each transferable course you completed with a passing grade (usually a 'D' or 'P'). But if you're using the course as a prerequisite, you may need a higher grade, such as a 'C' or 'C+'. Also, universities normally require a 'C' for courses taken on a Letter of Permission (see page 24).

Whatever grades you've received in individual courses, the admission decision is ultimately based on your overall GPA.

5 Can I transfer between universities in BC?

Yes. Each year many students transfer successfully from one BC university to another. University to university transfer credit is not listed in the BC Transfer Guide, but universities do maintain a record of these course equivalencies based on past evaluations. If you're thinking about transferring between universities, you should contact the receiving university for details on the transfer process. You may be required to provide additional course information in order to have your courses evaluated.

If all my courses are listed in the BC Transfer Guide, are there any reasons why I might NOT receive transfer credit?

Yes, there are a few reasons. For example, failing the course, taking the course too long ago, taking duplicate courses, or failing to get a "Letter of Permission," are all reasons why you might not get transfer credit. In addition, because of residency requirements, taking too much credit before you transfer can be counter-productive.



7 What qualifies me for admission as a transfer student to a BC university?

To be admitted to most BC universities as a transfer student, you must have taken the minimum number of transfer credits required. This varies from 15 credits (5 courses) at one university to 30 credits (10 courses) at others. If you have fewer courses than the number required you may still be considered for admission if you were eligible to be admitted on the basis of your secondary school results. In this case, you should also get transfer credit for the post-secondary courses you have successfully completed.

You don't usually need to have completed a specific number of transfer credits in order to transfer to a university college degree program. Provincial institutes, like BCIT and Emily Carr, or colleges offering applied degrees may have specific requirements because of the nature of their programs.

But remember — admission to any post-secondary institution is not guaranteed and entry to specific programs is often very competitive.

8

Who should I talk to if I have questions about the transfer process?

The advisor at your current institution should be able to answer questions about your courses and how they'll fit into your academic goals. If your questions are about applying to a specific program at a

receiving institution, it's probably best to contact that institution's Admissions Office or the Liaison/ Recruiting office directly.

The institutional calendar, print or online, is also a very good resource. It will outline program requirements, general faculty and/or graduation requirements, and all the rules that students are responsible for knowing.

9

What's the difference between an advisor, a counsellor and a financial aid officer?

An advisor helps you with your academic planning, a counsellor helps you with your personal concerns (e.g. emotional difficulties affecting your learning), and a financial aid officer helps you sort out your finances (loans, grants, etc.). In smaller institutions, one person may fill more than one of these roles.

10

When should I use the BC Transfer Guide?

You can (and should!) use it any time. It's a helpful tool before and after you register for your courses. Checking transferability beforehand can help you decide which courses to take. Checking transferability afterwards will help you understand how other institutions will accept your courses.

11

Can I transfer to and from institutions outside BC?

If the courses taken were similar to the courses in the program you are transferring to, then you will usually receive transfer credit. However, you may have to provide course outlines in order to receive the credit, and the evaluation process may take a while.

12

What happens to my credits if I change my major or program?

If you decide to change your major or program, check the calendar for the new requirements. You will still get all the transfer credit you are entitled to, but you may not be able to apply it in the same way to your new program. You will probably have to take more courses than originally planned to meet the requirements of your new program.

13

I took some postsecondary courses years ago. Will they still transfer?

That depends on how many years ago, and on the institution and program you want to enrol in. Many institutions consider that knowledge acquired more than ten or so years ago may no longer be current, and therefore may not grant credit for "stale-dated" courses. Courses in rapidly evolving fields such as information technology may have an even shorter shelf life. Check with your intended institution regarding their policy.



What does it mean when...

courses transfer for a different value?

EACH INSTITUTION HAS ITS OWN CREDIT VALUE SYSTEM. INSTITUTIONS will not usually assign more credit to a transfer course than they assign to their own course.

TAKE NATASHA FOR EXAMPLE. She completes courses over two semesters at Kwantlen University College. She plans to transfer to the Faculty of Science at the University of British Columbia (UBC) in Vancouver. She checks the BC Transfer Guide, and here's what she finds (the number in brackets is the credit value at each institution):

Courses at Kwantlen UC	Transfer Equivalent at UBC-Vancouver
MATH 1220 (3)	MATH 101 (3)
CHEM 1110 (5) + CHEM 1210 (5)	CHEM 121 (4) + CHEM 123 (4)
BIOL 1110 (5) + BIOL 1210 (5)	BIOL (7) (equivalent to 2 one-semester courses)
ENGL 1100 (3)	ENGL 112 (3)
6 courses = 26 credits	6 courses = 21 credits

While the number of courses remains the same, the credit values differ considerably between the two institutions. If she had not realized this before transferring, Natasha might feel she is being treated unfairly, but in fact UBC will give her the same number of credits that they give a UBC student who took the same courses. However, Natasha has a bigger problem. She thought she had enough credits (24) to apply to UBC, but she needs the equivalent of at least 3 more before she can transfer.

TALK

"There was one course, biology, and the college assigned five credits but there it's only four credits... It was a really hard course so I thought it would be worth the same amount."



Remember, at a university you need a minimum number of credits to be admitted as a transfer student and it varies by university. (See "Admission to the New Institution..." page 12.)

What does it mean when...

you receive block transfer credit?

BLOCK TRANSFER OCCURS WHEN A GROUP OF COURSES, OFTEN IN

the form of a certificate or diploma, is recognized for transfer credit. For example, if you completed a two-year forestry diploma at college, you will receive block credit if you are transferring into a Forestry degree program at an institution with which your college has an agreement. You should be able to transfer directly into the second year or third year of the degree program depending on the agreement.

Block transfer works well if you complete the whole program. If you don't, you'll probably receive transfer credit for the courses you've taken that are listed in the BC Transfer Guide (usually a lot less credit).

What does it mean when...

you pursue Prior Learning Assessment and Recognition?

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) IS A

process whereby students receive credit for learning that's occurred in a non-standard or non-traditional environment. This is different from transfer credit. Most institutions allow students to use some PLAR credits towards a credential, but not all institutions grant **transfer credit** for credit earned elsewhere through PLAR. If you have this type of credit, carefully check the policy of the institution to which you wish to transfer.

CHECK OUT the "Block Transfer" section of the BC Transfer Guide

and

READ ABOUT the "BC Associate Degree" (page 28).



The *BC Transfer Guide* will show you exactly how your courses transfer.

bctransferguide.ca

What does it mean when...

you receive unassigned credit?

WHEN INSTITUTIONS GRANT UNASSIGNED CREDIT (SOMETIMES called "level credit"), it often means they don't offer a course similar to the one you took and therefore can't assign a course equivalency.

Many credentials have room for "elective" courses (those you can choose freely or from a list) that can be used to build credits and fulfill certain requirements. If there's room, and if your unassigned credits are relevant to the program, you can often use them as "electives".

Here is an example of how the same course (History 101) can transfer. In all cases except the first, the course is awarded "unassigned" transfer credit.

SPECIFIC COURSE AT INSTITUTION "A"	TRANSFERS AS "ASSIGNED" OR "UNASSIGNED" CREDIT	CREDIT GRANTED AT EACH INSTITUTION
History 101 (3)	Assigned or specific credit	History 150 (3)
History 101 (3)	Unassigned discipline credit	History 1st (3)
History 101 (3)	Unassigned discipline credit	History 1XX level (3)
History 101 (3)	Unassigned area credit	Humanities 100 level (3)
History 101 (3)	Unassigned general elective credit	GE 100 level (3)

Other Transfer Topics & Tactics

"Transfer Shock"

WHEN STUDENTS MOVE FROM ONE KIND OF EDUCATIONAL EXPERIENCE

to another, they sometimes find the transition to be more difficult than they expected. Both high school and college students who transfer to university discover that classes are larger, instructors may be less accessible and have different expectations, and the atmosphere is more competitive. While many transfer students adapt quickly, and enjoy the new environment, others may feel lonely and unsure.

Researchers have studied this experience, and call it "transfer shock." A common result is a drop in grades in the first year after transfer. In rare cases, the transition can be so distressing that students get discouraged and drop out.

But it doesn't have to be like that. We've talked to a lot of students about this. Here is some of their advice:

- ➤ The way you studied at college may not work at university. Be prepared to change your strategies. One student said, "I think they expect more of you. You have to read more. The tests are harder and they mark the papers harder too." Others said large classes were too intimidating to ask questions in, so they used tutorials for that.
- Find out right away what the professor wants. Ask other students
 anyone you can find who has already taken the class.
- ➤ Connect join clubs, study with other students, volunteer for research projects. Professors are approachable meet with them during their office hours. Researchers have found that students who make an effort to reach out to others enjoy their time more and do better in their studies.



"Coming here was vast, you know. These huge buildings everywhere and all these faceless students and nobody even looks at you or smiles at you. It was just overwhelming."



Visit your new campus at least once before classes start so you know about parking, bus passes, location of classrooms, how to get a library card, etc. Take part in orientation, and join a club to make new friends. Get involved!





"My GPA is going up a bit now that I'm getting used to it. The way I studied before worked for me but now I have to get used to the new way of studying and bigger work load."



"When I came here to university I was going to college at the same time and I found out that you have to get some sort of permission to take classes elsewhere while you're here."



Submit your LOP request long before the registration deadline at the other school (6-8 weeks), since it can take a while to process.

➤ Seek advice and make use of all the support systems available. One student told us, "Here they were just as good as at my college. They made a calendar available for me. My advisor told me what problems I might have and what I should make sure to do."

The good news is — once students adjust, their grades go back up. So if you experience some transfer shock, try the things other students have found helpful. And hang in there! It will get better.

The Importance of a Letter of Permission

ONCE YOU'RE ACCEPTED AS A STUDENT AT A UNIVERSITY, YOUR

status changes. The university considers you to be one of its own students, and you have to get permission to take courses anywhere else. Not realizing this, some students continue to take courses at the college they attended before transferring and are taken aback when they're denied credit for these courses.

To receive credit for courses taken at other institutions you must obtain a signed Letter of Permission (LOP) beforehand, authorizing you to take the course.

A WARNING

Permission is not always granted, and there is usually a grade requirement for LOP courses (normally C or higher).

University colleges may also require a signed LOP for students enrolled in degree programs. Other institutions may not require one, but if you are registered in a certificate, diploma or associate degree program at any post-secondary institution, it's still very important to get approval to take a course elsewhere.

Looking for LOP forms? Ask at the Registrar's or Academic Advising Office.

A Word About Academic Advising

GETTING ADVICE FROM AN ACADEMIC ADVISOR IS A SIMPLE PROCESS.

- Academic advisors at your institution are there to help you plan your courses and transfer program. Look for them in the Advising Centre, or in a Student Services office.
- Make an appointment with an advisor, or sign up for a group or individual drop-in session. If you can't keep your appointment, cancel it, as others are waiting.
- ▶ If written information is available in an advising session, take a copy with you. If not, write down the important points. If there's any confusion about the details later, you have your notes. Record the advisor's name.
- ➤ Talk to people at the institution you're hoping to transfer to. You can usually get general admissions and transfer advice from the admissions office at the receiving institution. But to get help with specific program planning, you may have to wait until after being admitted. Then contact the program advisor attached to your department.

Use any time you have with an advisor wisely. Above all, do your homework:

Read the calendar (print or online)

Here are some suggestions:

- ► Check the BC Transfer Guide: bctransferguide.ca
- ▶ Make a list of questions you can't answer.

It's vital that you understand the transfer process and the implications of the choices you make. Remember: this is your education, and only you have control over what you do with it.



"After reading the calendar I was still a bit confused. My advisor helped me understand how it works. The rules and the details. What courses count as what requirements."



"Mistakes can be made. Always check with the receiving institution. Write it down. Get signatures."

What About Transferring Your Student Loan?

IF YOU'RE COUNTING ON GOVERNMENT STUDENT AID YOU MUST LET

the federal and/or provincial governments know that you're changing schools. If you don't, you could delay the processing of your loan application, or not receive as much money as you may be entitled to.

Have you already received any disbursements of loan money from your current application?

- ➤ YES. If you're transferring during this loan period, you must complete a loan transfer form to ensure that your money is sent to the new institution.
- NO. In this case, you should either:
 - ⇒ submit a Request for Reassessment to the Student Services Branch of the BC Ministry responsible for post-secondary education (if you're a BC resident who's applied for BC Student Assistance); or
 - ⇒ send a letter to the provincial/territorial government (if you're studying in BC, but have applied for student aid through another province or territory).

The government will reassess your student aid eligibility based on academic year length, and the tuition, book and supply costs at your new school.

If you want to transfer your BC Student Aid to a public institution outside BC or to a private post-secondary institution in BC or elsewhere, you must make sure the institution you're transferring to is 'designated' for government student aid.

Questions? Check with the Financial Aid office at your institution or the BC government's Web site: bcsap.bc.ca.



Many institutions provide entrance awards, transfer awards, or scholarships for transfer students. Look for details in their awards booklets or on their Web sites.



"You have to budget for various fees, in addition to tuition. Every time you move, there are costs involved."

Repeating Courses: Good Idea or Not?

HERE ARE TWO COMMON REASONS TO REPEAT A COURSE:

- You failed a required course, or didn't get a high enough grade. In this
 case, you will probably need to repeat the course, in order to achieve
 your goal.
- 2. You want to improve your overall GPA. Before you do this, be aware that it may or may not work out the way you think. That's because, in calculating a GPA:
 - >> some institutions will use only the better grade
 - >> some institutions will use only the most recent grade
 - >> most institutions will use both grades in their calculation

And remember – you have 2 GPAs! Your next institution will recalculate your "admission GPA" based on its own rules. (Hint: one university uses only your last 24 credits for this purpose – if your failed course was before that, you may not have to worry about it affecting your GPA!)

You can find all the information on an institution's grading policy in the calendar. Make sure repeating a course will have the effect you want on your GPA at **both** institutions. See if there's a limit to the number of courses you can repeat and how many times you can take the same course.

A WARNING

If you have a student loan or grant, repeating a course you've already passed may affect your "full-time" status, and might make you ineligible for the loan or grant, and/or ineligible for interest-free status. Check with the financial aid officer at your institution.



Repeating a course does not guarantee you a better grade. It takes a lot of self-control and discipline to do better in a course the second time around. Be prepared to put more effort into it than you did the first time.

Institutions won't allow students to take a course at another institution and use that grade to replace a low grade on their transcript.





FOR COMPLETE INFORMATION

on the Associate Degree, go to: bctransferguide.ca

The BC Associate Degree

MANY BC INSTITUTIONS OFFER 2 YEARS OF PRESCRIBED STUDY

culminating in an Associate of Arts degree or an Associate of Science degree. If you're looking for a solid grounding in academic studies in a two-year program that also prepares you well for advanced study, this might be the credential for you. Completing an Associate Degree could be more challenging and less flexible than two years of university transfer (UT), as it may include courses you hadn't planned on taking. An advisor can help you decide if an associate degree fits with your goals.

Advantages of an Associate Degree

If you're admitted to a degree granting institution and have an associate degree, you'll receive 60 transfer credits, i.e., 2 years, whether or not each course transfers individually. Depending on what you've taken, you may be able to use your associate degree courses to fulfill most of the lower level degree or program requirements. (See also "Applying Transfer Credit...", page 17.)

Two universities (SFU and UNBC) have advantageous admission policies for associate degree holders. Minimum GPA requirements may apply.

A WARNING

Even though you get 60 credits upon admission to the institution with an associate degree, you must still meet all requirements for admission to a specific program, e.g., GPA, prerequisites, etc.

Transfer-Related Web Resources

> THE BC TRANSFER GUIDE

Your one-stop shop for all transfer information. Go to betransferguide.ca.

➤ NEED HELP USING BC TRANSFER TIPS?

Check out the Transfer TIPS Facilitation Guide at bocat.bc.ca/pubs/tipsfg.pdf. Originally designed for use with high school students, it includes self-directed activities for anyone using TIPS.

EXPLORE YOUR POST-SECONDARY OPTIONS IN BC

Go to the Education Planner site at educationplanner.bc.ca where you can search over 1500 undergraduate programs offered at all 27 BC public universities, colleges, university colleges and institutes at one time. Find programs by field of study, subject area, program length, credential or institution. Compare program details, like admission requirements, tuition fees, start dates and application deadlines. Also find information on student services (housing, childcare, parking, etc.) plus financing your education.

➤ WANT TO APPLY TO A BC PUBLIC POST-SECONDARY INSTITUTION LINE?

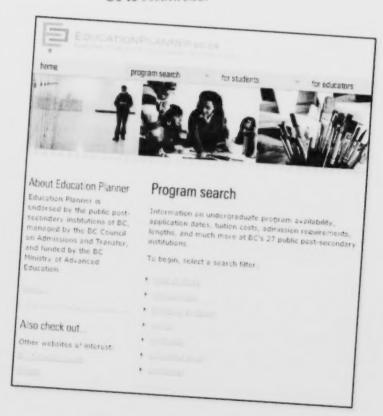
PASBC, the post-secondary application service of BC, lets you do just that for the majority of these institutions in the province. Find it at pas.bc.ca.

> INTERESTED IN ON-LINE LEARNING?

You'll find a world of resources at becampus.ca.

➤ THE BC COUNCIL ON ADMISSIONS AND TRANSFER

The organization that brought you Transfer TIPS, and that coordinates transfer in BC. Learn more. Go to becatibe ca.



Transfer Terms

➤ Academic program

A program of study, usually involving theoretical knowledge and research, and usually leading to a diploma, certificate, associate degree or bachelor's degree.

➤ Admission

Being allowed into an institution, faculty or program once the entrance requirements are met. Some admission is limited by spaces available, and by selection criteria.

➤ Application

The formal way of notifying a postsecondary institution that you want to be a student there.

➤ Applied Degree

A degree in an applied subject such as accounting, interior design or forest technology.

➤ Articulation

The system used by post-secondary institutions to determine which courses are equivalent to one another.

> Audit

Taking a course for interest, and not for credit. Auditing students usually don't do assignments or exams, and don't get a grade.

Basis of Admission

The evidence, primarily academic, on which your admission decision is based, e.g., high school record, college credits and GPA, etc. (See FAQ 7, page 19.)

▶ BCCAT

British Columbia Council on Admissions and Transfer.

> Block transfer

The process whereby a block of credits is granted to students who have successfully completed a cluster of courses, certificate or diploma, recognized as having an academic wholeness or integrity, and related in a meaningful way to part of the degree program.

> Calendar

The book of rules, regulations, policies, programs (and requirements), and courses for a particular post-secondary institution. This is not a monthly planning guidel

> Career/technical

An applied program of study involving theoretical and practical knowledge, usually leading directly to a certificate or diploma in a specific career path.

> Certificate

Recognition of successful completion of a program of study, of varying lengths, often one year.

> Chair

The head of a program or department. "Coordinator" is sometimes used synonymously with "Chair."

> CGPA

See GPA.

> College, or Community College

In BC, an institution offering programs in a wide range of educational choices: career/technical, vocational, upgrading, academic/transfer, ESL, etc.

➤ Concentration

A program of study with a required number of courses in a specific discipline. Similar to a Major or Minor, but with fewer requirements.

► Co-op

The system of having paid work placements, usually four to eight months, as a component of a program of study.

> Course outline

A description of the main content, organization and expected outcomes of a course, normally including the number of credits awarded, hours of class time, how it's evaluated, assignments, and texts (also called a syllabus).

➤ Credit

The value given to a course. May be related to the number of hours of instruction. The majority of academic courses are worth three credits.

Many degrees require 120 credits.
(See also Unit.)

> Dean

Head of a Faculty. For example, the Dean of Science is the Head of the Faculty of Science.

> Degree

Recognition of successful completion of a program of studies (usually about 40 courses, or 120 credits, or 60 units), often with a specific Major, Minor or Concentration.

▶ Degree granting institution

Used in TIPS to refer to those institutions which grant bachelor's degrees.

▶ Department

Faculty and administrators associated with a particular discipline or program (e.g. the Sociology Department).

➤ Diploma

Recognition of successful completion of a program of study, usually two years in length. Post-degree diplomas are often one year in length.

➤ Exemption

The waiving of a prerequisite or required course for students who have proven they have comparable learning. The student may be required to replace the exempted course with an alternate.

➤ Faculty

The teachers at a post-secondary institution. Also a grouping of departments and programs in a similar area (e.g., Faculty of Arts).

> GPA or Grade Point Average

The average overall grade for all courses taken for credit in a particular semester, year or institution. A cumulative GPA (CGPA) is the average of all grades for courses taken to date at one institution.

▶ Institute

In BC, a post-secondary school that provides specialized training in technologies and trades, art and design, law enforcement or indigenous studies.

> Laddering

A process which allows you to build upon previously earned credits or credentials, either from secondary or post-secondary institutions.

> Letter of Permission (LOP)

A document which gives you permission to take a course at an institution other than the university in which you are currently enrolled. (See page 24.)

> Lower division (or lower level)

General introductory courses, usually making up the first two years of a bachelor's degree.

➤ Major

A program of study in a degree where about 25-50% of the courses are in a single discipline (e.g. Philosophy, History).

➤ Minor

A program of study requiring fewer courses than a major.

➤ Non-credit course

A course taken for learning value. A grade may be assigned, but the course is not usually applicable to a credential.

> PASBC

Post-secondary Application Service of British Columbia, which provides students the opportunity to apply for admission over the Internet (pas.bc.ca) to many BC public post-secondary institutions.

> Preclusion

As in "precludes credit for Anthropology 301." A preclusion indicates you will not receive credit if you take the specified course later.

▶ Prerequisite

A course you must take before you can take a more advanced course in the discipline.

> Program plan

Your informal checklist of the requirements for a program, and how many of those requirements you have satisfied with your various courses (including transferred courses).

▶ Receiving Institution

The institution to which you are transferring.

➤ Registration

The process of enroling in individual courses after completion of all required admission procedures.

➤ Requirement

A course you must take in order to complete a credential.

> Residency

The number of courses or credits (or percentage of the program) you must complete at an institution to graduate from that institution.

> Sending Institution

The institution from which you are transferring.

➤ Syllabus

See Course outline.

> Transcript

An official transcript is the original record verifying your enrolment and achievement, and certified (e.g., by signature and/or seal) by the institution. It is normally sent directly, by mail or electronically, on your request.

> Transfer

Consists of the granting of credit (transfer credit) toward a credential by one institution, for programs or courses completed at another.

▶ Unassigned credit

Recognition of learning where the course doesn't have a specific equivalent at the receiving institution. Sometimes called "level credit".

➤ University

In BC, a post-secondary institution that offers a range of degrees (bachelor's, master's, and doctorates), post-degree certificates and diplomas, and is normally involved in research in addition to teaching.

➤ University college

In BC, a post-secondary institution that offers certificates, diplomas, and degree programs.

▶ Unit

See Credit. The University of Victoria uses a unit rather than credit system: 1 unit = 2 credits.

➤ Upper division (or upper level)

Less general, more focused courses, usually making up most of the final two years of a bachelor's degree.



Transfer Contact Points...

INSTITUTION	PHONE ENQUIRIES	E-MAIL ENQUIRIES	WEBSITE
BC Institute of Technology	(604) 434-1610	services@bcit.ca	bcit.ca
Camosun College	(250) 592-1556 (250) 370-3841	info@camosun.bc.ca	camosun.bc.ca
Capilano College	(604) 984-4900	admissions@capcollege.bc.ca	capcollege.bc.ca
College of New Caledonia	(800) 371-8111	askcnc@cnc.bc.ca	cnc.bc.ca
College of the Rockies	(250) 489-8239	admissions@cotr.bc.ca	cotr.bc.ca
Columbia College	(604) 683-8360	admin@columbiacollege.bc.ca	columbia-college.org
Coquitlam College	(604) 939-6633	admiss@coquitlamcollege.com	coquitlamcollege.com
Corpus Christi College	(604) 822-6862	corpus@interchange.ubc.ca	corpuschristi.ca
Douglas College	(604) 527-5478	registrar@douglas.bc.ca	douglas.bc.ca
Emily Carr Institute	(604) 844-3813	admissions@eciad.ca	eciad.ca
Institute of Indigenous Government	(604) 602-9555	apps@indigenous.ca	indigenous.ca
Justice Institute of BC	(604) 528-5590	register@jibc.bc.ca	jibc.bc.ca
Kwantlen University College	(604) 599-2000	admissio@kwantlen.ca	kwantlen.ca
Langara College	(604) 323-5241	geninfo@langara.bc.ca	langara.bc.ca
Malaspina University-College	(250) 740-6410	advising@mala.ca	mala.ca
Nicola Valley Institute of Technology	(250) 378-3336	info@nvit.bc.ca	nvit.bc.ca
North Island College	(250) 334-5000	admissions@nic.bc.ca	nic.bc.ca
Northern Lights College	(250) 784-7514	appinfo@nlc.bc.ca	nlc.bc.ca
Northwest Community College	(250) 635-6511	info@nwcc.bc.ca	nwcc.bc.ca
Okanagan College	(250) 862-5418	advising@okanagan.bc.ca	okanagan.bc.ca
Royal Roads University	(800) 788-8028 (250) 391-2505	rruregistrar@royalroads.ca	royalroads.ca
Selkirk College	(250) 365-1297	admissions@selkirk.ca	selkirk.ca
Simon Fraser University	(604) 291-3224	Send email to askSFU at http://students.sfu.ca/ps/admissions.html	students.sfu.ca
Thompson Rivers University Thompson Rivers University – Open Learning	(250) 828-5071 (604) 431-3300	admissions@tru.ca student@tru.ca	tru.ca openlearning.tru.ca
Trinity Western University	(888) GO TO TWU (604) 513-2019	admissions@twu.ca	twu.ca
University of British Columbia — Okanagan	(250) 491-6521	student.information@ubc.ca	okanagan.ubc.ca
University of British Columbia — Vancouver	(604) 822-9836	student.information@ubc.ca	students.ubc.ca
University College of the Fraser Valley	(604) 504-7441	reginfo@ucfv.ca	ucfv.ca
University of Northern BC	(250) 960-6300	registrar-info@unbc.ca	unbc.ca
University of Victoria	(250) 721-8121	www.askuvic.ca	uvic.ca/adms
Vancouver Community College	(604) 871-7191 (604) 443-8453	transcred@vcc.ca	VCC.Ca
Yukon College	(867) 668-8710	info@yukoncollege.yk.ca	yukoncollege.yk.ca

You can apply to most institutions via the Internet, using the Post-Secondary Application Service of British Columbia:

pas.bc.ca



